

**Office of Emergency Management
Minutes
January 8, 2016**

Present

Councilwoman Mary Bartolotta
Councilman Carl Chisem
Councilwoman Deborah Kleckowski
Councilman Philip Pessina
Robert Santangelo
Emergency Management Director George Dunn
Captain Doug Brown

Meeting Called to Order:

Councilman Santangelo called the meeting to order at 7:00 p.m.

Minutes:

Councilman Santangelo asked for a vote on the minutes of September 14, 2015. On motion of Councilwoman Bartolotta, seconded by Councilman Pessina, the minutes were approved, with Councilman Chisem abstaining from the vote.

Public Hearing:

There being no members from the public wishing to speak on items on the agenda, the public hearing portion of the meeting was closed.

5. Monthly Report

- City-wide Emergency Generator Servicing – Generator maintenance at all city buildings, with the exception of the water department, has been consolidated under one vendor, Powers Generator. This direction will ensure that the generators receive the maintenance needed on a regular basis. Director Dunn will be receiving maintenance records for each site.
- Records Retention Commission – City Directors were made aware that within a month or two we will be starting continuity operation training to assist departments with planning and compilation of an operations plan in case of major disruption of work due to an emergency situation. Focus will be on how to prepare, which documents must be retained, and how will those records be stored.

Councilman Pessina asked if the City has a COOP Plan, and Director Dunn responded the City did not. The Director stated that work was being done as part of the Records Retention Commission to address the plan, and electronic data and back-ups are being looked at by another City committee.

- Storm preparedness - The City participated in a state-wide emergency preparedness exercise, which is a requirement to receive grant funding. Representative from Middlesex Hospital as well as Eversource

were part of the exercise, which was very useful in establishing an effective means of communication with these agencies during emergencies. An after-action review session has been scheduled for the end of February to go over any items identified that need further attention.

- Monthly Emergency Management Report – Captain Brown referenced the reports included in the agenda packet. In summary, during the month of December, 259 volunteer hours were logged. Referencing the Independent Sector website for placing a value on volunteer hours, Captain Brown estimated the value of the volunteer time in dollars to be \$7,192.43 (259 hrs. X \$27.77).

The year-to-date volunteer hours were reported to be 4,371.98. Referencing the Independent Sector website for placing a value on volunteer hours, Captain Brown estimated the value to be \$121,410 (4371.98 hrs. X \$27.77).

Volunteer hours for the year averaged 364 hours monthly.

6. Correspondence:

- Preparedness Program – Emergency Management personnel received a thank you note from the Bethany Lutheran Church in Cromwell, where Captain Brown conducted an emergency preparedness and awareness program.
- Thank You Note – The department received a thank you note from Russell Library Director Art Meyers who has interacted with the department on records retention and response to people with disabilities. Mr. Meyers thanked the department and volunteers for the opportunity to work with them. Director Dunn stated he would like to acknowledge the thank you note from not only Emergency Management but also from the Public Safety Commission.
- FOI Request - The department received an FOI request from The Disaster Accountability Project, a citizen advocacy group that looks into community preparedness during and after storms or disasters. The FOI request asked for a copy of the City's evacuation plan if there was a meltdown at the Millstone Power Station. An evacuation plan was established with Connecticut Yankee, since it was within the 10 mile radius; however, the Millstone Power Plant is within a 50 mile radius. The Legal Department and the State Department of Emergency Management & Homeland Security are looking into the request to determine if a response is required.
- EMPG Grant – A meeting has been scheduled with officials from the State Department of Emergency Management & Homeland Security to review submittals of reimbursement requests. The State has been returning requests, therefore, not reimbursing the City for expenses for the department. Director Dunn used the example for the rejection of cell phone bills and responded to questions of Councilwoman Bartolotta on this subject.

7. Old Business:

- a. Furnace at Emergency Management Update - The boiler has been installed and all is operational.
- b. Powers Generator at Middletown High School – Load Bank and other maintenance work to the High School generator has been completed. Councilwoman Bartolotta asked who would be overseeing the maintenance at the High School, and Director Dunn confirmed he would be getting copies of all maintenance records for all buildings. Councilman Chisem asked if generators are on maintenance contracts, to which, Director Dunn stated yes.

8. New Business

- a. Whole Community Planning Workshop – Fire Chief Kronenberger, Chief Sanitarian Sal Nesci and the Director Dunn will be attending a Whole Community Planning Workshop. A national process has been developed to increase individual preparedness and engaging members of the community as vital partners in enhancing preparedness and safety. The workshop is intended to promote greater understanding of the approach and to provide a strategic framework to guide all members of the emergency management community as they determine how to integrate Whole Community concepts into their daily practices.

Councilman Pessina asked if the Police Department was involved in the Workshop. Director Dunn responded that Chief McKenna is part of the planning group, however, he was not participating in this particular workshop.

- b. Community Planning Partners Group – The Director advised that six years ago, the City had regular planning partner meetings with Middlesex Hospital, CVH and Middlesex Community College to discuss issues of concern or resource availability. The group had not met in some time and Director Dunn has reconvened the group and added the Chamber of Commerce. The Chamber gave Emergency Management their Operations Plan and have shown real interest in getting more involved. The meetings will be held every other month or quarterly. Depending on items on the agenda, Fire, Police, Public Works, and Health Department personnel will also be invited to attend the meeting. CT Emergency Management Association met at MDSX hospital that they thought it was good to meet at center of state and hospital was excited to host event. They would like to have more meetings at the hospital. It will be opened up to other groups that community partners.
- c. Radios – Fire Chief Kronenberger and Fire Chief Robert Ross donated older radios that could no longer be used for their departments to Emergency Management. Director Dunn stated he would be sending them a letter of appreciation from the department as well as the Public Safety Commission.
- d. Nationwide – Nationwide Insurance donated 24 blankets to the Emergency Management CERT team, at the suggestion of one of the volunteers. Director Dunn will be sending a letter of appreciation to the company.

- e. CIRMA Workshop – The Director announced that on January 14, 2016, 10 a.m. to 2 p.m., in the Council Chamber of the Municipal Building, Eversource will conduct a workshop on electrical and gas safety for all City departments. He suggested that Public Safety Commission members attend if available.

9. Adjournment

On motion of Councilman Giuliano, seconded by Councilwoman Kleckowski, the meeting was unanimously adjourned at 7:31 p.m.